**Hospitality Application Guidelines**

**Courses:**

**CERTIFICATE I Hospitality (Kitchen Operations) SIT10307¹ plus**

**CERTIFICATE II Hospitality (Kitchen Operations) SIT20307² or**

**CERTIFICATE II Hospitality SIT20207³**

***1. For commercial cookery and food and beverage stream 2.Commercial cookery stream 3. Food and Beverage stream***

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Entry Requirements:

* Accreditation to deliver Food Technology: Staffing code FTY

or

* Current Australian Qualifications Framework (AQF) qualification aligned to hospitality or catering

or

* Recent and relevant experience in the hospitality industry

If you meet any one of the entry requirements, complete a Commercial Cookery or Food and Beverage 2012 Application Form and send this to your Regional Vocational Education Consultant

**When applying for a place in the Hospitality Training Program applicants need to commit to the following:**

**1. Training Timeline Semester 1, 2012**

***IF YOU ARE UNABLE TO COMMIT TO ATTENDING TRAINING ON THE DATES INDICATED BELOW AND MEETING THE SUBMISSION REQUIREMENTS FOR THE ON-LINE UNITS OF COMPETENCY FOR THE ENTIRE SEMESTER, DO NOT APPLY FOR TRAINING. STAGE 7 IS COMPLETED CONCURRENTLY WITH STAGES 4- 6. IN STAGES 1-6, YOU MUST COMPLETE THE STAGE WITHIN THE TIMEFRAME BEFORE YOU CAN PROGRESS TO THE NEXT STAGE.***

|  |  |  |
| --- | --- | --- |
|  | **Semester 1 2012 cohort** | |
| Due date | Action |
| 6 February | Application form to RVEC |
| 17-21 February | Applicants advised of acceptance into training. Link to website to complete on-line units of competency provided. |
| Stage 1 | 9 March | **Completion** of on-line units of competency for:  SITHCCC003B Receive and store kitchen supplies  SITHCCC004B Clean and maintain kitchen premises  SITXOHS002A Follow workplace hygiene procedures |
|  | **12-16 March training will occur in Sydney** | |
| Stage 2 | 12 & 13 March | Orientation methodology program for Hospitality |
| Stage 3 | 14-16 March | Completion of practical units of competency by face-to-face delivery for:  SITHCCC001B Organise and prepare food  SITHCCC002A Present food  SITHCCC007A Prepare sandwiches |
| Stage 4 | 5 April | Completion of on-line units of competency for:  SITXCOM001A Work with colleagues and customers  SITXCOM002A Work in a socially diverse environment  SITXOHS001B Follow health, safety and security procedures  SITXENV001A Participate in environmentally sustainable work practices |
|  | **23 April – 11 May training location to be advised** | |
| Stage 5 | 23 April – 11 May | Complete 5 day program to complete remaining units of competency to achieve one of the following qualifications:  Certificate II in Hospitality (food and beverage stream)  Certificate II in Hospitality (Kitchen Operations)[commercial cookery stream] |
| Stage 6 | 14 May – 29 June | Complete required number of service periods (details advised at conclusion of 5 day training program) |
| Stage 7 | 19 March – 8 June | Complete project to obtain Certificate IV in Training and Assessment |

**2. Resource**

HSC online:[**http://hsc.csu.edu.au/hospitality/**](http://hsc.csu.edu.au/hospitality/)

**3. Basic computer requirements for completing online units**

**Software Hardware**

|  |  |
| --- | --- |
| **Operating system:** Widows 2000, XP, Vista, | **CPU:** Pentium 1GHz |
| **Browser:** MS Internet Explorer 6.0 | **RAM:** 256MB |
| **Flash Player Plug-in:** Version 8 | **Graphics Card:** 32-bit colours |
| **Javascript:** Enabled | **Monitor:** 1024x786 |

**4.** **Commercial Cookery Uniform and Equipment Required for Certificate I and II Hospitality (Kitchen Operations)**

**Chef Uniform list:**

|  |  |
| --- | --- |
| White Chefs Jacket | Black & White Check Trousers |
| White Waist Apron | Chef Paper Hat x 3 |
| White Neckerchief and white buttons | Black leather closed in shoes with non-slip rubber soles |

**Tool box equipment list**

|  |  |
| --- | --- |
| Cooks Knife 25cm | Piping Bag 40cm (Made in Germany) |
| Boning Knife 12cm | Plain Piping Tubes 3mm, 5mm & 10mm |
| Filleting Knife 20cm | Star Piping Tubes 5mm & 10mm |
| Turning Knife | Silicon Pastry Brush |
| Paring Knife | Rubber Econome |
| Meat Carving Fork | Tea Towel |
| Sharpening Stone | Oven Cloth |
| Sharpening Steel 30cm | Tongs S/Steel |
| Palette Knife 20cm | Dial Thermometer |
| Plastic Scraper | 2 Basting Spoons |
| Vegetable Peeler S/Steel | Apple Corer |
| Sauce Whisk | Knife, Fork & Spoon |
| Non-Wood Spoon | Plastic Tool Box & Lock |

**5.** **Food and Beverage Uniform** **list required for Certificate II Hospitality (Food and Beverage)**

|  |  |
| --- | --- |
| White cotton/polyester long sleeved shirt with structured collar | Black business tie |
| Black waiters or business poly/viscose trousers or black knee length skirt | Black socks (plain) or black pantyhose (plain) |
| Black tailored vest | Black leather closed in shoes with non-slip rubber soles (heels no higher than 5cm) |

**6. Training Timeline Semester 2, 2012**

***IF YOU ARE UNABLE TO COMMIT TO ATTENDING TRAINING ON THE DATES INDICATED BELOW AND MEETING THE SUBMISSION REQUIREMENTS FOR THE ON-LINE UNITS OF COMPETENCY FOR THE ENTIRE SEMESTER, DO NOT APPLY FOR TRAINING. STAGE 7 IS COMPLETED CONCURRENTLY WITH STAGES 4- 6. IN STAGES 1-6, YOU MUST COMPLETE THE STAGE WITHIN THE TIMEFRAME BEFORE YOU CAN PROGRESS TO THE NEXT STAGE.***

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|  | **Semester 2 2012 cohort** | |
| Due date | Action |
| 12 June | Application form to RVEC |
| 22-26 June | Applicants advised of acceptance into training. Link to website to complete on-line units of competency provided. |
| Stage 1 | 11 August | **Completion** of on-line units of competency for:  SITHCCC003B Receive and store kitchen supplies  SITHCCC004B Clean and maintain kitchen premises  SITXOHS002A Follow workplace hygiene procedures |
|  | **13 – 17 August training will occur in Sydney** | |
| Stage 2 | 13 & 14 August | Orientation methodology program for Hospitality |
| Stage 3 | 15-17 August | Completion of practical units of competency by face-to-face delivery for:  SITHCCC001B Organise and prepare food  SITHCCC002A Present food  SITHCCC007A Prepare sandwiches |
| Stage 4 | 21 September | Completion of on-line units of competency for:  SITXCOM001A Work with colleagues and customers  SITXCOM002A Work in a socially diverse environment  SITXOHS001B Follow health, safety and security procedures  SITXENV001A Participate in environmentally sustainable work practices |
|  | **8 – 26 October training location to be advised** | |
| Stage 5 | 8 – 26 October | Complete 5 day program to achieve one of the following qualifications:  Certificate II in Hospitality (food and beverage stream)  Certificate II in Hospitality (Kitchen Operations)[commercial cookery stream] |
| Stage 6 | 29 October – 7 December | Complete required number of service periods (advised at conclusion of 5 day training program) |
| Stage 7 | 20 August – 2 November | Complete project to obtain Certificate IV in Training and Assessment |